



BUSINESS LICENSE RENEWAL APPLICATION

CITY OF ATLANTA | DEPARTMENT OF FINANCE | OFFICE OF REVENUE | BUSINESS TAX DIVISION
55 TRINITY AVENUE SW, SUITE 1350, ATLANTA, GA 30303 | PHONE (404) 330-6270
Lines 13 and 14 are REQUIRED to complete the renewal process.
For more information, visit <http://www.atlantaga.gov/index.aspx?page=1092>

Please complete all sections of this form. The State of Georgia requires a notarized SAVE and E-Verify affidavit to issue a valid business license. All business licenses expire on December 31st annually. Business licenses must be renewed on or before February 15th annually.

Per Ordinance 04-O-1810, failure to renew your business license by February 15th of each year will result in a \$500 late fee applied to your account.

Business Tax Account Information

1. Legal Name of Business/DBA		2. Business Site Address	
3. Corporate Address		3b. Mailing Address	
4. Contact Name			
5. Business Phone		6. Corporate Phone	
7. E-mail		7b. Secretary of State Control #	
8. State of Georgia Sales Tax ID #	9. State of Georgia Tax ID#	10. Federal Employer Identification #	
11. Ownership Type <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Owner <input type="checkbox"/> Other (please specify):			11b. Is this an Internet Business?
12. Are there any changes? Check to indicate the appropriate change and write new information below: <input type="checkbox"/> Location <input type="checkbox"/> Business Name <input type="checkbox"/> Mailing Address <input type="checkbox"/> Telephone Number			If you are changing your location, a Zoning Fee of \$50 is required.
13. PRIOR YEAR ACTUAL GROSS REVENUE		All businesses are subject to Audit by the City of Atlanta Department of Finance. If selected for audit and pursuant to City Ordinance Chapter 30-85, businesses must attach a copy of their prior year tax return (IRS forms 1120, 1065, or Georgia Forms 500 through 700).	
14. NUMBER OF EMPLOYEES		If 11 or more employees, please provide E-Verify number.	
15. E-VERIFY # (4-6 DIGITS)			

Certification

The information herein is required by Section 30 68 in the Code of Ordinances of the City of Atlanta.

I, 16. Full Name	, being the	17. Title
of the business firm named, do hereby register to operate said business with the dominant business activity of	18. Describe Business Activity	
Pursuant to the ordinance; the undersigned certifies that he/she is the person duly authorized by the business herein named to file this registration and application for a business license, including the accompanying schedules and statements, and that the same are true. The business license does not authorize the serving of alcohol. All applicable businesses must obtain a separate alcohol license. A partnership requires both signatures.		
Applicant Signature	Title	Date
Applicant Signature	Title	Date

For Official Use Only - Zoning Review

CITY OF ATLANTA

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT | OFFICE OF BUILDINGS | ZONING ENFORCEMENT DIVISION
55 TRINITY AVENUE SW, SUITE 3900, ATLANTA, GA 30303 | PHONE (404) 330-6175

The Zoning Enforcement Division processes business license applications (available through the Business Tax Division) to verify if a business can exist in the desired location. Zoning conducts research to verify that there is permitted use based on the district regulations. Business licenses in the Zoning Enforcement Division are processed on the same day if you are submitting your business license application in person. Some licenses may require site inspections or further research to determine approval, which will require additional days to review. **The Zoning Enforcement Division charges a \$50 processing fee.**

Parcel ID #	Lot	District	Zoning District	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Conditions					
Zoning Staff Signature				Date	

Tax Class

SIC Code

Business Tax Account #